

## Volunteer Website Design and Development Assistant

### Volunteer Position Description:

Help DBNC in updating and maintaining a professional website. This will involve updating site graphics, photos, program descriptions, links and adding new pages as required.

### Duties:

- To assist in updating information on the DBNC web site, e.g. activities, up coming events, social events, and linking the agency to other organizations
- To assist in maintaining and adding to the professional look of the DBNC website, including graphics, set navigation buttons, logo, bullet points and mastheads, etc.
- To enhance DBNC's web site, if graphics do not significantly increase a page's download time
- To assist in training, providing technical support and site maintenance
- To assist in monitoring the development of DBNC's extranet sites

### Skills:

- Good knowledge of Web page design
- Knowledge of FrontPage, Dreamweaver, or HTML coding
- Knowledge of graphics manipulation software (such as Photoshop) is preferred
- Must be able to work as part of team
- Good communication and internet research skills

### The Benefits of Volunteer Participation with DBNC:

- ✓ Will receive reference letter, enabling you to get employment
- ✓ Knowledge of potential employers, jobs and other valuable information
- ✓ Opportunities to network, make new friends, share ideas of common interest and concerns
- ✓ Opportunities to participate in our numerous training programs
- ✓ Opportunities to acquire Canadian work experience

### Who We Are:

*The Dixie Bloor Neighbourhood Centre* is a multi-service, non-profit, charitable agency, which provides services to families, children, youth, seniors, those seeking employment, as well as newcomers to Canada. Our mission is to foster an atmosphere, which will encourage our community as a whole to participate in and develop a positive, healthy and caring neighbourhood.

**Note: We are very flexible on days and time, this could be arranged to suit your needs**

**For more information or to apply, please e-mail or fax a resume to:**

Manager, Community Development  
Dixie Bloor Neighbourhood Centre  
1420 Burnhamthorpe Road East, Mississauga, ON L4X 2Z9  
Fax: (905) 629-0791 Email: [hazelh@dixiebloor.ca](mailto:hazelh@dixiebloor.ca)